

Retention and Classification Report

Agency: Department of Agriculture and Food. Chemistry Laboratories (34)

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Records Officer: _____

80701	Analytical data files
80700	Chemistry laboratory analysis reports
80705	Daily milk report files
13727	*Laboratory building plans
80703	Water testing for bacteriologic examination files

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80701

3

TITLE: Analytical data files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are printouts that are generated by the analytical equipment used in the laboratory. The data is transferred to the chemistry laboratory report but this information is needed for backup.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This information is backup and can be used in court.

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80700

3

TITLE: Chemistry laboratory analysis reports

DATES: 1982-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are copies of the analysis done for the department on different agriculture products. The original is kept in the client file. They show the tests run on each product and the results of these tests. Products tested include fertilizers, pesticides and feed.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80705

3

TITLE: Daily milk report files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are analysis reports done for Food Inspection on milk samples. They test for bacteria count and coliform count.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy provided there is no regulatory action to be taken.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 13727

3

TITLE: Laboratory building plans

DATES: 1982.

ARRANGEMENT: None.

DESCRIPTION:

These are the building plans for the Department of Agriculture's Laboratory building.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1990

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These building plans document government facilities and the use of public funds.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80703

3

TITLE: Water testing for bacteriologic examination files

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These files are testing files for well water and other water used for agricultural purposes. The original copy goes to the division of Agriculture which requested the test for inclusion in the inspection file.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).